



JOB POSTING FORM

Company Name: Congress Parkway Apartments

Contact Person: Brianna Prior Title: Property Manager

Company Address: 225 N. First Street Cary, IL 60013

Phone Number: 224-888-0176 Email Address: Gardenplacemanager@pedcor.net

Job Title: Maintenance Manager

Job Description:

MAINTENANCE SUPERVISOR

(Full-Time Position / Non-Exempt)

Reports To: Property Manager

Company Conformance Statements

In the performance of their respective tasks and duties, all employees are expected to conform to the following:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other employees, residents, and suppliers.
- Work effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communicating and coordinating work reports with other employees and organizations.

Position Purpose

The Maintenance Supervisor is responsible for monitoring the maintenance staffs to ensure the integrity and condition of the property is maintained at all time. Continually evaluate the maintenance staff and their performance as to the quality of the work. The Maintenance Supervisor oversees the daily maintenance operation of the property and monitors the work of the maintenance staff.

Responsibilities/Duties/Functions/Tasks

1. Completes property maintenance tasks and responds to property service requests. Repairs and maintains property plumbing, electrical, mechanical, and security systems.
2. Supervises property turn-key operations, whether completed in-house or by outside contractors.
3. Ensures all work orders are completed within 24 hours, except emergencies.
4. Maintains sufficient inventories of tools, parts, and supplies in order to properly maintain the property.
5. Maintains systems for monitoring and tracking service requests, preventive maintenance work performed compliance with Hazard Communications program requirements, compliance with safety requirements, supplies and parts inventories, purchases, and turn-key operations. This includes but not limited to Lockout/tag out, Bloodborne/Pathogens, Safety Loss Control, and Moisture Management Kit.
6. Keeps storage and shop areas in a neat, well-stocked, clean, organized manner, per company color-coded program.
7. Assists Property Manager with preparation of maintenance operating budgets in accordance with owner objectives. Assists with preparation of re-forecasts as required.
8. Works with property team to adhere to budgeted cost parameters.
9. Orders and purchases supplies, equipment, and contracts work according to required purchasing and bidding procedures.
10. Ensures strict adherence to the Company's key control policies, insuring that locks are changed as required and that keys/fobs are properly distributed.
11. Regularly inspects property for safety and security issues, including, but not limited to non-functioning lights, ground and trip hazards, broken fences, exposed wiring, pot-holes, landscaping issues, and sewer line breaks.
12. Ensures adherence to resident service standards. Works with maintenance staff to ensure that resident maintenance issues are dealt with in a timely manner and that proper follow-through is done.
13. Regularly inspects property and ensures required maintenance and repairs are completed, as necessary.
14. Solicits bids for outside contract work and schedules and supervises outside contractors.
15. Works with Property Manager to hire, train, and develop on-site maintenance employees according to company policy and procedure.
16. Schedules maintenance employees according to forecasted workloads.
17. Works with Property Manager to counsel and review maintenance employees as necessary and as required by company policy and procedure.
18. Works with maintenance employees and any other company staff to develop an effective, proactive team that works together to achieve property objectives.
19. Ensures adherence to company safety standards, policies and procedures. Ensures maintenance staff correctly wears and uses safety equipment, as required. Also, ensures that all safety inspections are completed as required.
20. Maintains property map that clearly identifies all utility shut-offs, the location of hydrants, gas mains, and any other property safety information.

21. Works with Property Manager to conduct regular on-site safety meetings and ensures compliance with all federal, state, and local safety regulations, including OSHA, EPA, Workers' Compensation, and Hazard Communications. Ensures that all hazardous materials are properly labeled, stored, and handled.
22. Works with property staff to maximize renewals by performing maintenance procedures as required by the property renewal program.
23. Ensures that units are turned in a timely manner of five (5) working days or as stated by Area Manager. A minimum standard of 70% of vacant in 100% ready condition is desired.
24. Ensures grounds are policed first thing every morning at a minimum.
25. Understands and complies with Fair Housing laws and standards for the State in which the property is located.
26. Participates in "on-call" schedule.

Is a High School Diploma or GED **required**? Yes ☒ No ☐

Are Bi-Lingual skills helpful? Yes ☐ No ☒ If yes, what Language? _____

Experience and Skills Required:

Qualifications

- Ability to work weekends, evenings, and flexible hours in an emergency situation.
- Demonstrate a high proficiency and understanding of systems such as HVAC, plumbing, electrical, mechanical, and code compliance.
- Possess an understanding of OSHA, EPA, and life safety regulations.
- Possess a minimum of EPA, Type 2 Certification.
- Strong interpersonal and communication skills.
- Proficient in planning, organizing and executing.
- Strong ability to handle multiple projects.
- Strong leadership, mentoring team building skills, and ability to influence others.
- Work Requirements
- Must be within a reasonable distance from the property and able to travel to the site in inclement weather.
- Must be available to respond to all major emergencies.
- Must be able to provide valid Driver's License and Auto Insurance.

Hours and Days: Monday – Friday 8:00am – 5:00pm and on call
Full/Part time: Full Time

Hourly Rate/Salary: \$17 - \$21
_____/Contract-to-Hire _____ (after _____ Day)/Direct Hire X

If interested, applicant should apply by: Mailing/Faxing Resume ☐ Calling ☐

Applying in Person ☐ Emailing Resume ☒

Thank You,

Apply ON LINE –www.

DATE POSTED: _____

McHenry County Workforce Network
500 Russel Court – Woodstock, IL 60098
815-338-7100 ext. 2771 – (Fax 815-338-7125)
workforcesolutions@co.mchenry.il.us

Removed after 30 days.

For an additional resource to post your job lead visit www.illinoisjoblink.com

Si es necesario, llamar al 913-871-6719 para la traducción y comprensión de la información en este documento.